

**UNITED STATES COURT
OF
INTERNATIONAL TRADE
One Federal Plaza
New York, N.Y. 10278**

VACANCY ANNOUNCEMENT

Secretary to a Federal Judge

**Part-Time Employment
(20 Hours Per Week)**

Announcement No.: P8612588

Opening Date: May 2, 1997

The United States Court of International Trade is accepting applications for the part-time position of Secretary to a Federal Judge. The Secretary provides clerical and administrative assistance to a Federal Judge.

DUTIES AND RESPONSIBILITIES

Duties Include:

- Typing legal opinions;
- Typing letters, reports, and other legal documents;
- Transcribing dictation involving legal terminology;
- Scheduling appointments and meetings;
- Receiving and screening telephone calls and visitors;
- Organizing and maintaining a file system; and
- Performing other duties as assigned.

QUALIFICATIONS

Applicants should have excellent secretarial skills, ability to effectively communicate verbally and in writing, and a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office) is desirable. Word processing and organizational skills are required. Stenographic skills are desirable.

SALARY AND BENEFITS

The actual pay level will be established on the basis of the successful applicant's qualifications and experience with a salary range from \$19,043 up to \$50,780 (part-time service is pro-rated in the salary formula). The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., leave, holidays, life and health insurance, retirement benefits) are applicable, and are on a pro-rated basis where required.

The position also is subject to mandatory Electronic Funds Transfer participation of net pay.

APPLICATION PROCEDURE

In a cover letter accompanying the AO 79 (Personal History Statement - Experience and Qualification Statement), please specify how you satisfy the qualifications listed above. Applications without the required cover letter addressing the qualifications and a completed AO 79 will not be considered. All applications should be directed to: Office of the Clerk, One Federal Plaza, New York, N.Y. 10278-0001, Attention: Ms. Mary Jane Mulvehill, Personnel Specialist (telephone 212-264-1799). The position will remain open until filled.

**The United States Court of International
Trade is an equal opportunity employer.**

THE COURT

The President, with the advice and consent of the Senate, appoints the nine judges who constitute the United States Court of International Trade which is a national court established under Article III of the Constitution.

The geographical jurisdiction of the United States Court of International Trade extends throughout the United States. The court can and does hear and decide cases which arise anywhere in the nation.

The subject matter jurisdiction of the court was greatly expanded by the Customs Courts Act of 1980. Under this law, in addition to certain specified types of subject matter jurisdiction, the court has a residual grant of exclusive jurisdictional authority to decide any civil action against the United States, its officers, or its agencies arising out of any law pertaining to international trade.

In addition to these lawsuits against the United States, the court also has exclusive subject matter jurisdiction of certain civil actions brought by the United States under the laws governing import transactions, as well as counterclaims, cross-claims, and third-party actions relating to actions pending in the court.

Appeals from final decisions of the court may be taken to the U.S. Court of Appeals for the Federal Circuit and ultimately to the Supreme Court of the United States.